



Rushern L. Baker, III  
County Executive



Eric C. Brown, Director

# Community Development Program Year 42 Instructions

Application Opening Date: October 5, 2015

Closing Date: November 6, 2015 at 5pm

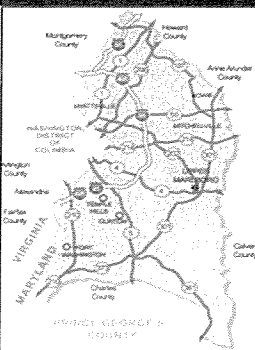
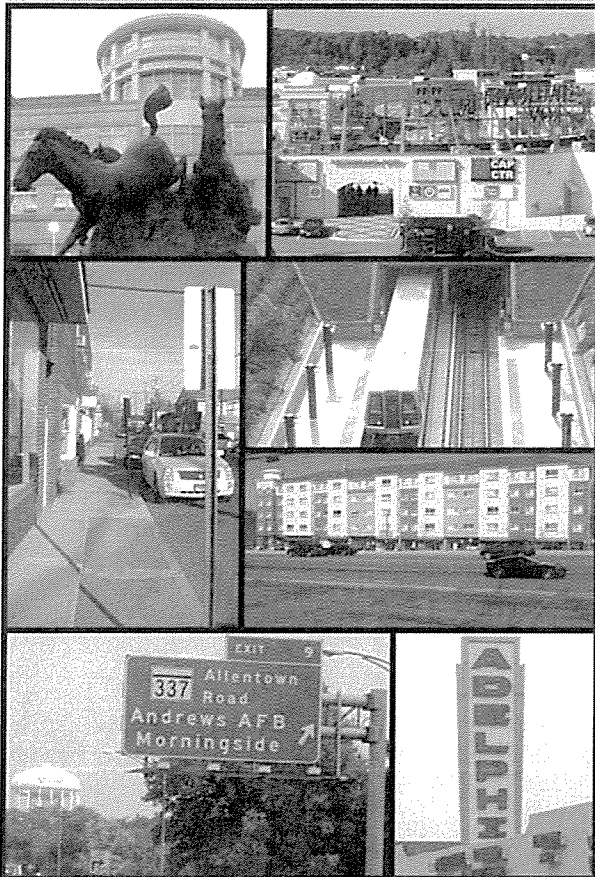
Public Services

Planning and Admin

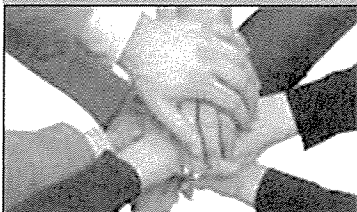
Affordable Housing

Economic Development

Public Facilities and Infrastructure



*"Prince George's County Affirmatively Furthering Fair Housing"*



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## CDBG GENERAL REQUIREMENTS

Please address each section completely. Incomplete applications will be considered ineligible. Provide only the essential information needed to evaluate your request. **Please do not return these instructions with your application.**

To be considered for Community Development Block Grant (CDBG) funding, the proposed project must meet one of the three national objectives of the CDBG Program:

1. **Provide benefit to low and moderate income persons or households, either directly or through a project of area-wide benefit;**
2. **Prevent or eliminate slums or blight; or**
3. **Address an urgent need related to a natural disaster, such as a major flood.**

To meet the prevention or elimination of slums or blight national objective, the proposed project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area.

In addition, applications are not currently being accepted for urgent need projects, which must respond to natural disasters as declared by the County Executive.

If proposing more than one activity, submit each proposal on a separate application, identified by priority number(s). Due to funding limitations, it is likely that only the number one ranked project will be considered for funding.

Funded activities should be ready to start July 1, 2016, and be completed within one (1) to eighteen (18) months. **For construction projects only** -- If completion in a one to 18 month period is not possible, the activity should be divided into phases that can be completed and financed in subsequent one-year periods not to exceed two (2) years.

The CDBG program operates on a **reimbursement basis only**. If an application is approved for funding and the agency receives its fully executed Operating Agreement (contract), the agency must spend its own funds first. A requisition form requesting reimbursement can then be submitted to the Department of Housing and Community Development (DHCD). Reimbursement requests **must** contain back-up documents confirming that expenditures were for activities described in the Operating Agreement. Undocumented expenditures will not be reimbursed. Reimbursements will be issued ONLY for encumbrances or commitments that occurred AFTER the effective date of the Operating Agreement.

The CDBG application form is provided on paper, by e-mail and via the County's website at <http://www.princegeorgescountymd.gov/sites/DHCD/Resources/NoticeOfFundingAvailability/Pages/default.aspx>

**Do not use forms from prior years.** Do not include covers of any kind. Three-hole punch, binder clip and/or paperclip one (1) original and two (2) signed copies of each application package being submitted, and mail or deliver by the application deadline to:

**Department of Housing and Community Development  
Division of Community Planning and Development  
9200 Basil Court, Suite 306  
Largo, MD 20774  
Hours: 8:30 a.m. to 5:00 p.m.**

## Obtaining a DUNS Number:

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a Data Universal Numbering System (DUNS) number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Obtaining a DUNS number is absolutely **free** for all entities doing business with the federal government, including grant and cooperative agreement applicants/prospective applicants. Should you need to obtain a DUNS number or inquire if you already have a DUNS number, please call the dedicated toll-free DUNS number request line at 1-866-705-5711 or visit the website at [http://www.grants.gov/applicants/request\\_duns\\_number.jsp](http://www.grants.gov/applicants/request_duns_number.jsp).

You will need to provide the following information to obtain a DUNS number:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State, and Zip Code
- Mailing Address (if separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

**[THIS SECTION INTENTIONALLY LEFT BLANK]**

## COMPLETING THE APPLICATION FORM

The following includes instructions for properly completing this application, basic requirements and eligible activities, definitions of terms, HUD/CDBG income limits, the HUD's goals and objectives, the type of projects and activities eligible to receive CDBG funds, and frequently asked questions about the CDBG program.

### SECTION I: INSTRUCTIONS AND FORMS

#### PART I. Project Summary

Provide a summary project description in about 100 words. Be sure to include the key points or highlights of the project, including:

- The number and type of low and moderate-income people expected to be served (e.g., 50 at-risk children, 20 persons with disabilities, 10 homeless individuals);
- The location of the project, by address or geographic boundaries;
- The HUD goal and objective of the project;
- The total amount of funds requested; and
- How you plan to measure the performance of the project.

#### PART II. Meeting a National Objective

##### Meeting a National Objective

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program. This requires that each activity, except those carried out under the basic eligibility categories of Program Administration, Planning and Non-profit Organization Capacity Building, meet a specific test for either:

- Benefitting low and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Urgent Needs

##### Benefitting Low and Moderate-Income (L/M) Persons

- L/M Income Limited Clientele Activity – provides benefits to a specific group of persons rather than everyone in an area. At least 51 percent of the beneficiaries of the activity must be low and moderate-income persons. Priority is given to applications that serve 100 percent low and very low-income clients. See the Attachment entitled “HUD/CDBG INCOME LIMITS EFFECTIVE MARCH 6, 2015.” Certain project beneficiaries are presumed to be of low and/or moderate income: the homeless, the elderly, abused children, illiterate persons, immigrants and persons with disabilities.
- L/M Income Job Activity – provides benefits to L/M persons in the creation or retention of jobs. This includes activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low and moderate-income persons.
- L/M Income Area Benefit Activity – provides benefits to all residents of an area which is primarily residential. In order to qualify as addressing the national objective of benefit to

L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least 51 percent of the residents are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income.

- L/M Income Housing Activity – provides benefits to households, not persons. An activity which assists in the acquisition, construction, or improvement of permanent, residential structures may qualify as benefitting L/M income persons only to the extent that the housing is occupied by L/M income persons.

Preventing or Eliminating Slums or Blight - addresses either “spot” blight or a larger blighted area. The project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area. The County’s definition is as follows:

- Blighted Area: Areas in which the majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.
- Slum Area: Any area where dwellings predominate, which, by reasons of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals.

To qualify for funding on a slum/blight areawide basis, the area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- The designated area in which the activity occurs must meet the definition of slum, blighted, deteriorated or deteriorating area under state or local law;
- Additionally, the area must meet either one of the two conditions specified below:
  - Public improvements throughout the area are in a general state of deterioration; or
  - At least 25 percent of the properties throughout the area exhibit one or more of the following:
    - Physical deterioration of building/Improvements;
    - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
    - Significant declines in property value or abnormally low property values relative to other areas in the community; or
    - Known or suspected environmental contamination.

CDBG Applications are not being accepted for the slum and blight category in PY42. For further information please contact Ms. LeShann Murphy at 301-883-5457 or by e-mail at [lbmurphy@co.pg.md.us](mailto:lbmurphy@co.pg.md.us).

Urgent Needs – must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the applicant is unable to finance the activity on its own, and that other sources of funding are not available. The County Executive must declare any projects as meeting an “urgent need”. Applications are not being accepted for this category at this time.

### PART III. Meeting the County's Goals and Addressing Priority Needs

CDBG funds can only be used for activities that fall under an authorized category of basic eligibility. The CDBG activities must be consistent with the priority needs and goals in the County's approved 2016 – 2020 Consolidated Plan. The following table highlights the County's FY 2016 - 2020 program goals. Applicants are required to describe how the proposed project will meet the County's goals and address a priority need by selecting at least **one** Goal and **one** Need per application.

Goal Number	Goal Name	Start Year	End Year	Needs Addressed	Goal Outcome Indicator
1	Preserve existing affordable rental housing	FY16	FY20	Affordable Housing Preservation	Rental units rehabilitated: 1305 units*
2	Provide new and/or improved public services	FY16	FY20	Public Services	Public service activities other than LMI housing benefit: 84,575 persons assisted
3	Provide job training and economic development assistance	FY16	FY20	Economic Development and Public Services	Jobs created/retained: 795 jobs Businesses assisted: 635 businesses
4	Rehabilitation of owner-occupied housing	FY16	FY20	Affordable Housing Preservation	Homeowner housing rehabilitated: 250 units*
5	Improve and maintain public facilities and infrastructure	FY16	FY20	Public Facilities and Infrastructure	Public facility or infrastructure activities other than LMI housing benefit: 183,830 persons assisted

\*Goal outcomes include use of CDBG and HOME funds.

Prince George's County is committed to allocating funds that serve the needs of LMI residents. Households with incomes less than 50% of AMI and households with extremely low incomes (less than 30% of AMI), are priorities. With input from residents, County agencies and community stakeholders, the County has also identified special needs populations as among those who face the greatest challenges and therefore identified as a high priority including:

- Children and Youth;
- Low Income Families and Individuals;
- Homeless and those at risk of homelessness;
- Elderly;
- Veterans;
- Disabled persons; and
- Persons with HIV/AIDS and their families.

## PART IV. Program Objectives and Project Beneficiaries

For all projects, describe completely the number or individuals to benefit from the project. Affordable Housing activities should address the individuals or households that will benefit from the project. Economic Development activities should provide the jobs that will be created and/or retained from the project. Public facilities and Infrastructure Improvement Projects should address the number of individuals assisted through census tract and block group numbers.

## PART V. Organization Experience and Capacity

Answer all questions for this section providing a narrative where requested. Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate the applicant has the capability to implement the proposed plan and is consistent with the County's goals.

## PART VI. Organization Collaboration and Transforming Neighborhood Initiative (TNI) (Priority Points)

Organization Collaboration: Answer all questions for this section providing a narrative where requested. Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers.

### Transforming Neighborhood Initiative (TNI):

In Fiscal Year 2014, the County will focus on revitalizing the minority and low and moderate-income concentrated areas with the use of Federal, State, local and other funds by promoting activities such as: homeownership and rehabilitation of existing housing, strengthening the economic base, improving infrastructure and public facilities, and providing public services that improve the health, welfare and safety of low-income residents. These communities are a part of the County's Transforming Neighborhoods Initiative (TNI). This Initiative is an effort by the County to focus on uplifting six neighborhoods in the County that face significant economic, health, public safety and educational challenges. The six areas of the County that have been identified for TNI are listed below.

- |                                    |                      |
|------------------------------------|----------------------|
| • East Riverdale/Bladensburg       | Glassmanor/Oxon Hill |
| • Hillcrest Heights/Marlow Heights | Kentland/Palmer Park |
| • Langley Park                     | Suitland/Coral Hills |

Indicate whether your project is in one or more of the TNI areas and how you plan to carry out your activity. **Priority points will be given to activities being carried out in one or more of the TNI areas.** To earn additional points, applicant must demonstrate their presence in the TNI communities by providing supporting documentation, news articles, program site location, etc.

## PART VII. Outcome and Performance Measurement

For all projects, describe the proposed project in detail.

Explain how the CDBG funds requested are necessary and appropriate to the success of the project.



Describe how the proposed project will be measured clearly indicating the performance measures to be used to evaluate the outcome of your proposed project (e.g., number of persons, households, units assisted; number of communities/neighborhoods assisted).

Provide a brief description of how the agency complies with non-discriminatory practices, including accessibility for individuals with disabilities.

Provide letters of support, local resolutions and technical reports that further illustrate the significance or urgency of your request.

## **PART VIII. Budget**

**Budget Form:** Provide a line item budget in the format provided. On the budget form, request amounts for **one year, only**.

**Costs:** List costs associated with each element or component of the project. If the project is funded, this information will become the budget for the Operating Agreement.

**Indirect Costs:** Do not request amounts for support of indirect costs unless absolutely necessary. If you include indirect costs, you **must** provide an indirect cost allocation plan with your proposal. Examples of indirect costs include rent; supplies purchased in bulk, as opposed to project supplies; telephone, facsimile, or Internet service; utilities; and administrative or clerical salaries and fringe benefits. The indirect costs cannot exceed 10 percent of the total fund amount.

**Environmental Review:** It is highly recommended that for projects involving acquisition, construction, demolition, rehabilitation, façade improvements, or street improvements the environmental review be contracted out to a consultant. Contracting out the environmental review will accelerate the execution of your Operating Agreement significantly. If contracted out, the environmental review must be reviewed and approved by DHCD. For a list of environmental consultants, contact Linda G. Kruelle, Environmental Review Officer, at (301) 883-5539 or [lgkruelle1@co.pg.md.us](mailto:lgkruelle1@co.pg.md.us).

**Davis-Bacon Compliance:** If your proposed project includes construction, renovation, demolition or related types of activities, account for Davis-Bacon wage rates in your budget. Davis-Bacon wage rates are prevailing wages as determined by the U.S. Department of Labor. Failure to pay at least the Davis-Bacon wage rates will render your project ineligible for reimbursement, and your CDBG funds will be reprogrammed to other activities. Otherwise, the contractor(s) on your project could be suspended or debarred from future participation in Federally-funded assisted projects and could be subject to criminal prosecution. Wage determinations can be found at <http://www.wdol.gov>. A pre-construction conference to ensure compliance with Davis-Bacon regulations is required prior to project implementation. If you have questions concerning Davis-Bacon issues, contact Katherine Carter at [KSCarter@co.pg.md.us](mailto:KSCarter@co.pg.md.us) or (301)883-5579; Patricia Isaac at [PAIsaac@co.pg.md.us](mailto:PAIsaac@co.pg.md.us) or (301) 883-5587; or LeShann Murphy at [LBMurphy@co.pg.md.us](mailto:LBMurphy@co.pg.md.us) or (301) 883-5457.

**Other Non-Federal Funds:** The County's CDBG program operates on a reimbursement basis only, therefore the applicant must provide the amount and source of other non-federal funding resources that will sustain the operation of the proposed project. A confirmation letter or other appropriate documentation of other funding sources is required. Include a name and phone number of a contact person who can provide further details.

**Equipment:** The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however to purchase or to pay depreciation or use allowances (in accordance with OMB Omni Circular 2 CFR-Part 220, 225 or 230 as applicable) for such items when necessary for use by a sub-recipient in administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service activity.

**Miscellaneous:** Do not include a line item for "Miscellaneous Expenses" "Food Expenses" or "Contingency Fees."

**PART IX. Supplemental Budget.** List any prior CDBG funds received and explain, in detail, how you will continue this project if CDBG funds are no longer available.

## **PART X. Activity Schedule**

Complete this schedule to show what project activities will occur in each quarter of the year. Show the dollar amounts associated with these activities. (Complete Activity Schedule II if you anticipate your project to extend to 18 months).

### **Multi-Year Projects**

#### **Project Exceptions and Criteria:**

Not all programs or awards are good candidates for multi-year funding. DHCD/CPD shall exercise good judgment in determining when to approve multi-year grants. Multi-year funding is appropriate only when all of the following apply:

- a. The project is exclusively for construction, alterations or renovations.
- b. At the time of award, the total period of DHCD support for the project is planned to be less than **24 months**.
- c. The project is presented in phases with projected costs allocations and schedule of completion for each phase period.
- d. The project must demonstrate leveraged funds from other sources.
- e. DHCD will determine, based on the project scope of work and budget, and assign the appropriate funding **not to exceed 60%** of the total cost of the project.

#### **Reliability and Predictability**

Multi-year funding may be considered for programs or long-term grants where funding for the subsequent year(s) is anticipated but not provided at the time the grant is approved and where the estimated budget for future funding periods can be forecast with some degree of reliability. These procedures should not be used for programs or long-term grants where the funding allocation may substantially change (either increase or decrease) from initial projections. Multi-year funding is provided by adding allotments of funds, usually on an annual basis, to extend the funding period beyond the previously approved project period.

### **Evidence of Match**

For each match contribution claimed, CPD requires applicants to provide written evidence supporting any pledged matching funds identified in the application. The supporting documentation should be submitted along with the application, however DHCD will allow applicants up to 30 days after the application has been accepted to submit the documentation for match.

### **Failure to Provide Evidence of Match**

If the supporting documentation is not submitted within thirty (30) days or CPD determines that it is unacceptable, CPD will disallow the claimed matching funds and reevaluate the application which can affect the application's ranking and, in some cases, may cause the application to be denied.

### **Duration of Awards**

The initial funding period and subsequent continuation amendment extending the funding period shall be 12 months, however, the initial funding period may vary from 12 months to 18 months in order to provide for the continuation of the funding period at an advantageous date.

### **Measurement**

Sub-recipients of multi-year funding must demonstrate in the initial year, the ability to complete the first phase of the project, through reporting activities and funds expended. On site monitoring visit will be conducted prior to the initial year expiration or before an amendment is submitted for continuation. If this application is for one phase of a multi-year project, state the future amounts needed from the CDBG program. State the estimated amount needed for each future year and the total cost.

## **SECTION II. Eligible Activities and Criteria by Category**

### **For Economic Development Projects:**

#### **Types of projects and activities eligible for CDBG funds**

- ☐ Job creation and job retention
- ☐ Assistance to a for-profit business when the assistance is necessary and appropriate to job creation or job retention
- ☐ Assistance to microenterprises
- ☐ Rehabilitation of commercial property

#### **Economic development projects should promote**

- ☐ A secure business environment
- ☐ Education and training
- ☐ Technical assistance and capacity building
- ☐ An enhanced business environment conducive to economic development
- ☐ Job creation and job retention

#### **Criteria for economic development project proposals**

- ☐ Provide business retention, expansion and modernization opportunities
- ☐ Coordinate with existing County revitalization efforts
- ☐ Provide efficient cost-benefit ratios
- ☐ Utilize existing infrastructure
- ☐ Benefit large numbers of low and moderate-income persons
- ☐ Be accessible to the physically disabled
- ☐ Leverage other public and private funds

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in expanding economic opportunities for principally low and moderate-income individuals.

In addition to describing the project in detail, explain how the activity will create and/or retain jobs. Maximum job opportunities should be available for persons who are currently low and moderate-income. Describe the number of jobs to be created and/or retained for low and moderate-income persons. Also, provide the job title(s), the number of jobs that will be full-time and part-time, the skill levels required to perform the duties of each job, the training to be provided, and the recruitment practices to be used.

If the project involves assisting businesses, describe the proposed number of new businesses assisted, the proposed number of businesses retained, and the amount of money leveraged from other public or private sources. This information can be provided in narrative or chart form. ***Please note: Job training is a public service activity—not an economic development activity.***

### **For Affordable Housing Projects:**

Affordable housing activities may include acquisition of real property, disposition of real property acquired with CDBG funds, residential rehabilitation, and clearance and demolition.

#### **Examples of housing projects**

- ☐ Residential rehabilitation of existing single and multi-family housing
- ☐ Removal of architectural barriers
- ☐ Energy efficiency improvements
- ☐ Renovation or redevelopment of vacant buildings
- ☐ Preservation of historic buildings
- ☐ Acquisition of real property
- ☐ Disposition of real property
- ☐ Clearance and demolition

#### **Criteria for housing projects**

- ☐ Serve a low or very low income population
- ☐ Sensitive to placing vulnerable populations such as elderly in geographic locations in which crime, access to transportation or concentrations of income groups are factors
- ☐ Located in communities in need of revitalization
- ☐ Have a high leveraging capability
- ☐ Located in areas of mixed income and diverse racial and ethnic populations
- ☐ Respond to identified gaps in the provision of affordable housing, especially for homeless and special needs populations
- ☐ Provide housing for persons with disabilities, including persons with mental illnesses, and those persons with mental and/or physical disabilities who have children

### **For Public Facility and Infrastructure Improvement Projects:**

Public facilities and infrastructure may include storm water improvements; reconstruction of streets, sidewalks and parking areas; improvements in street lighting as a crime deterrent; rehabilitation of community centers and other buildings used to provide services to the public.

#### **Examples of infrastructure and public facilities projects:**

**Infrastructure:** public streets, curbs, gutters, sidewalks, rights-of-way, landscaping, street lighting, non-County storm water management, utility adjustments.

**Public facilities:** bus shelters, park improvement, ADA-compliance retrofits to public buildings as part of a comprehensive rehabilitation, recreation centers, community centers, public parking lots, land acquisition, health facilities.

**Handicapped accessibility improvements:** bathroom and kitchen accessibility, elevators, ramps and railings, automatic doors.

**Acquisition:** purchase of land for new construction or a building for economic development.

**Clearance and demolition projects:** providing buildable lots, removing blighted structures, abating threats to health and safety.

**Crime control and neighborhood revitalization projects:** ensuring public safety and reducing crime.

### **Criteria for infrastructure and public facilities improvement projects**

- ☐ Eliminate a health or safety threat
- ☐ Provide an element of an overall revitalization strategy
- ☐ Consistent with the *Consolidated Plan*
- ☐ Receive local support and commitment
- ☐ Reduce crime and upgrade security
- ☐ Project cost is reasonable in relation to the benefits derived from the project
- ☐ Encourage private investment
- ☐ Eliminate barriers to disabled
- ☐ Note whether funding is available elsewhere
- ☐ Show that project is needed and would be used
- ☐ Part of a previously-funded project
- ☐ Create or retain jobs
- ☐ Implemented within one year (unless approved for multi-year funding)
- ☐ Have matching amount to leverage CDBG dollars
- ☐ Have completed the engineering and design phase
- ☐ Present a "window of opportunity"
- ☐ Demonstrate a positive record of drawdown performance
- ☐ Use prior year residual funds if available
- ☐ A less costly alternative to others
- ☐ Conserve energy or eliminate waste

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in providing decent housing or a suitable living environment for principally low and moderate-income individuals.

In addition to describing the project in detail, give the property address and legal description (lot, block, section or parcel, legal subdivision name).

For projects involving infrastructure improvements or real property, please provide a photograph of the project site. For infrastructure improvement projects, please provide a long view of the street, not a close-up of the deteriorated section(s). The photograph is needed for a review by the

Maryland Historical Trust, which is required for all projects having any physical impacts, regardless of whether the project site is located within a historic district.

For projects involving construction, demolition, or rehabilitation, the Operating Agency must hold title to the property.

If the project involves multi-family housing with five or more dwelling units, or non-residential property, a Phase I Environmental Site Assessment by a qualified professional may be required to determine the current or past presence of hazardous materials, contamination, toxic chemicals or gases, and radioactive substances, where a hazard could affect the health or safety of occupants or conflict with the intended use of the property. Any property proposed for CDBG or any other HUD funding must be free of these hazards. However, radon testing is required only when radon is known or suspected to exist. The costs of the inspection and remediation are eligible for reimbursement through the CDBG program if the inspection and remediation are carried out during the program year. Contact Linda Kruelle, Environmental Review Officer, at (301) 883-5539 or by email to [lgkruelle1@co.pg.md.us](mailto:lgkruelle1@co.pg.md.us) to determine whether your project requires a Phase I Environmental Site Assessment.

If the project involves residential property, the property must be inspected for lead-based paint if the structure was built before 1978 (unless the housing is for seniors or the disabled) and friable asbestos in work areas if the house or building was constructed before 1980 or if the project will involve roofing rehabilitation. Any of these hazards found must be remediated. The costs of the inspection and remediation are eligible for reimbursement through the CDBG Program if they are carried out during the program year. If you wish to have the CDBG grant cover these expenses, include a line item for them in your budget.

For projects involving physical changes to land or buildings, attach architectural plans, contractors' applications, or other documentation describing the work proposed.

For multi-phase projects describe the full scope of services for all years, making it clear what work is to be funded in the first year and what work is to be funded in a later year(s). This will greatly simplify the environmental review in the later year(s) and facilitate quicker preparation of your Operating Agreement(s) in the later year(s).

For projects involving rehabilitation of a building, if approved, the applicant must submit a transition plan to bring the facility into compliance with ADA/Section 504 standards. Contact CPD Compliance and Monitoring Unit at (301) 883-5540 for additional information and to obtain a copy of the transition plan guidelines.

Attach a site plan and work write-up, including the engineer's cost estimate. If more than one improvement is proposed in the project, state the priority order of the work to be performed.

State whether the project will be administered by the Prince George's County Department of Public Works and Transportation, and, if so, provide the name and telephone number of the DPW&T contact person. For multi-phase activities, provide a description of each phase.

For street or parking lot resurfacing, complete a Bituminous Concrete Quantity Report on Exhibit 1-A.

For sidewalk, curb and gutter, handicapped ramp, or driveway apron replacement, complete a Concrete Quantity Report on Form 1-B. State on Exhibit 1-A and Exhibit 1-B the street name and block to be improved.

For acquisition projects, the grant is treated as a conditional loan. A Deed of Trust and Declaration of Covenants must be recorded against the property. If all requirements of the CDBG Program are met, the loan may be forgiven. For a period of time to be determined by the Department of Housing and Community Development, the property must be used for its intended purpose and at least 51 percent of the people who use the facility must meet HUD's low and moderate-income standards. If not, the subrecipient may be required to repay the loan.

### For Public Service Projects:

Public service activities may include health, transportation, crime awareness, substance abuse prevention, employment training, youth services, literacy training, housing counseling, services for immigrants, elderly and frail elderly, persons with disabilities, homeless families and at-risk children and youth, victims of domestic violence, and substance abuse.

#### Criteria for public services proposals

- ☐ Serve a majority of very low-income persons and be accessible to very low-income persons
- ☐ Serve a vulnerable population
- ☐ Be cost effective
- ☐ Have in-kind contributions or be able to leverage other funds rather than request a 100 percent CDBG subsidy
- ☐ Maximize available necessary resources to meet the need
- ☐ Be sponsored by an IRS certified tax-exempt 501(c)(3) non-profit organization

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in providing a suitable living environment for principally low and moderate-income individuals.

In addition to describing the project in detail, describe the characteristics or special needs of the population you propose to serve. If the service includes several components, e.g., employment training, job placement and housing counseling, etc., describe each component and estimate the number of low and moderate-income persons that will benefit from each component of the service.

### HUD Matrix Codes

Every project must be assigned one HUD Matrix Code identifying the purpose of the expenditure of funds. If your proposed project fits more than one Matrix Code, the proposal must be divided into separate applications. A project with more than one Matrix Code cannot be funded. For assistance in determining how many Matrix Codes apply to your proposed activity, call any of the Project Managers listed on page 23.

HUD Code	HUD Code Title
<b>01</b>	Acquisition of Real Property
<b>02</b>	Disposition
<b>03</b>	Public Facilities and Improvements (General)
<b>03A</b>	Senior Centers
<b>03B</b>	Handicapped Centers
<b>03C</b>	Homeless Facilities (not operating costs)
<b>03D</b>	Youth Centers